OMB#: 0935-0108

FORM _____ OF ____

PATIE	ENT LABEL	

MEDICAL EXPENDITURE PANEL SURVEY MEDICAL PROVIDER COMPONENT

INSTITUTIONAL EVENT FORM (NON-HOSPITAL FACILITIES)

FOR

REFERENCE YEAR 2003

INSTITUTIONAL EVENT FORM

[COMPLETE ONE FORM FOR EACH STAY]

QUESTIONS 1 THROUGH 3: TO BE COMPLETED WITH MEDICAL RECORDS.

READ ONLY FOR FIRST STAY FOR THIS PATIENT: Someone in (PATIENT)'s family reported that (he/she) was a patient in this facility during 2003.

	MEDICAL RECORDS
 What were the admit and discharge dates of the (first/next) stay? 	MO DAY YR
of the (mst/next) stay?	ADMIT:/
	DISCHARGE:/
	NOT YET DISCHARGED1
2a. I need the diagnoses for this stay. I	CODE DESCRIPTION
would prefer the ICD-9 codes (or DSM-IV codes), if they are available.	<u> </u>
, ,	<u></u>
[IF CODES ARE NOT USED, RECORD	
DESCRIPTIONS.]	
	IF ONLY ONE DIAGNOSIS, GO TO Q3.
2b. Which of these was the principal	IF MORE THAN ONE DIAGNOSIS:
diagnosis?	■ CHECK BOX FOR PRINCIPAL DIAGNOSIS ■ CIRCLE '-8' IF PRINCIPAL
	DIAGNOSIS NOT KNOWN -8 OFFICE USE ONLY
3. Please give me the name, specialty, and telephone number of each physician who	[RECORD NAMES ON SEPARATELY BILLING DOCTOR FORM. IF RESPONDENT IS NOT SURE WHETHER A PARTICULAR
provided services during the stay starting	DOCTOR'S CHARGES ARE INCLUDED IN THE FACILITY BILL,
on (ADMIT DATE) <u>and</u> whose charges might not be included in the facility bill. We	RECORD INFORMATION FOR THAT DOCTOR ON SEPARATELY BILLING DOCTOR FORM.]
are interested in physicians with whom	DOES NOT HAVE THIS INFORMATION0
your facility has contractual arrangements, not the patient's private physician.	SEPARATELY BILLING DOCTORS FOR THIS EVENT1 NO SEPARATELY BILLING DOCTORS FOR THIS STAY2
	NO SEL MONTEET BIEEMO BOOTONOT ON THIS STATE I
4a. Have we covered all of this patient's stays	YES, ALL STAYS COVERED 1 (Q4b)
during the calendar year 2003?	NO, NEED TO COVER ADDITIONAL STAYS 2 (Q1-NEXT EVENT
	FORM)
4b. [IF ALL STAYS ARE RECORDED FOR THIS PATIENT, REVIEW NUMBER OF	NO DIFFERENCE OR FACILITY REPORTED MORE STAYS THAN
STAYS REPORTED BY	HOUSEHOLD 1 (ENDING FOR
HOUSEHOLD.]	MEDICAL RECORDS) FACILITY RECORDED FEWER
	STAYS 2
	PROBE: (PATIENT NAME) reported (NUMBER) stays at (FACILITY) during 2003, but I have only recorded (NUMBER)
	stays. Do you have any information in your records that
	would explain this?
	GO TO ENDING FOR MEDICAL RECORDS
	NG FOR MEDICAL RECORDS:
GO TO NEXT PATIENT. IF NO MORE PA CONTACT WITH PATIENT ACCOUNTS C	TIENTS, THANK RESPONDENT AND END. THEN ATTEMPT
CONTACT WITH FAHLINI ACCOUNTS C	TO A DIVINIO TRATIVE OF FIOL.

QUESTIONS 5 THROUGH END: TO BE COMPLETED WITH PATIENT ACCOUNTS.

[E <i>F</i>	According to Medical Records, (PATIENT NAME) was a patient in your facility during the period from [ADMIT DATE] to [DISCHARGE DATE/END OF 2003]. Was the facility reimbursed for this stay on a fee-for-service basis or a capitated basis? EXPLAIN IF NECESSARY:] Fee-for-service means that the facility was eimbursed on the basis of the services rovided.	FEE-FOR-SERVICE BASISCAPITATED BASIS	1 2 (Q21a)
e a	Capitated basis means that the patient was nrolled in a prepaid managed care plan, such s an HMO, and reimbursement to the facility vas not based on the services provided.		
	NTERVIEWER: IF IN DOUBT, CODE FEE- OR-SERVICE.]		
BAS	SIC CHARGES		
6.	What was the full established charge for room, board, and basic care for this stay, before any adjustments or discounts, between [ADMIT DATE] and [DISCHARGE DATE/END OF 2003]?	FULL ESTABLISHED CHARGE OR CHAR \$	GE EQUIVALENT
	[EXPLAIN IF NECESSARY: The full established charge is the charge maintained in the facility's master fee schedule for billing private pay patients. It is the "list price" for the service, before consideration of any discounts or adjustments resulting from contractual arrangements or agreements with insurance plans.]	CAN'T GIVE TOTAL CHARGE 991 NO CHARGE 992	(Q10) (Q6A)
	[IF NO CHARGE: Some facilities that don't charge for each individual service do associate dollar amounts with services in their records for purposes of budgeting or cost analysis. This kind of information is sometimes call a "charge equivalent." Could you give me the charge equivalent for this stay?]		
	Why is there no charge for room, board, and basic care for this stay?	FACILITY ASSUMES COST PREPAID TO CONTINUING CARE STATE-FUNDED INDIGENT CARE (NOT MEDICAID) RELIGIOUS ORGANIZATION ASSUMES COST	1 2 3
		VA FACILITY	5

GO TO Q14

IF NAME OF INSURED PROBE: And is that Medicare			
IF NAME OF INSURER, PROBE: And is that Medicare, Medicaid, or private insurance?	c. Medicaid	\$	
	d. Private Insurance	\$	
	e. VA	\$	
	f. TRICARE/CHAMPVA/ CHAMPUS	\$	
	g. WORKER'S COMP	\$	
8. IF NOT VOLUNTEERED, ASK: And what was the total? [IF NOT AVAILABLE, COMPUTE.]	h. OTHER (SPECIFY):	\$	
	TOTAL PAYMENTS	\$	
DO TOTAL PAYMENTS (Q8) YES NO	2 (Q9)		
9. It appears that the total payments were (less than/more than) the total charges. What is the reason for this difference? [CODE 1 (YES) FOR ALL REASONS MENTIONED.]]	PAYMENTS LESS THAN CH Adjustment or discount a. Medicare limit or adjustment b. Medicaid limit or adjustment c. Contractual arrangement water or managed care organized d. Courtesy discount	nt	NO 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

a. Patient or patient's family

b. Medicare

From what sources has the facility received payment for these charges and how much was paid by each source?

7.

 Can you tell me what the facility's full established daily rate for room and board and basic care was 		\$ (Q11)		
	during this stay?		GED DURING STAY	
10a.	Why was there no charge for room, board, and basic care for this stay?		SSUMES COST	
	·		DED INDIGENT CARE DICAID)	3
		RELIGIOUS	ORGANIZATION S COST	
		VA FACILITY	′	5
		OTHER (SPE	CIFY)	6
			GO TO Q14	
11.	For how many days was the patient charged during this stay? (Please give only the days during 2003.)		# DAYS	
		'T PROVIDE 1 ERWISE, COI	TOTAL DAYS, GO TO Q1 NTINUE.	2.
11a.	From what sources has the facility received payment these charges and how much was paid by each sour		nt or patient's family	\$
	-	b. Medic	are	\$
	IF NAME OF INSURER, PROBE: And is that Medicar Medicaid, or private insurance?	c. Medic	aid	\$
		d. Privat	e Insurance	\$
		e. VA		\$
		f. TRICA CHAM	RE/CHAMPVA/ PUS	\$
		g. WORI	KER'S COMP	\$
		h. OTHE	ER (SPECIFY):	\$
11b.	IF NOT VOLUNTEERED, ASK: And what was the total? [IF NOT AVAILABLE, COMPUTE.]	TOTAL	PAYMENTS	\$
			GO TO Q14	

12. Perhaps it would be easier if you gave me the information billing period by billing period.

BILLING PERIOD #1

BILLING PERIOD #		12-1. Between (BP DATES), how	IF # BILLED DAYS	S IS LESS THAN #
BILLING START DATE:	//	many days was the	DAYS IN BP, EXPLA	AIN:
MO	DY YR	patient charged for room and board		
BILLING END DATE:/_	/	and basic care?		
MO	DY YR	# BILLED DAYS		
# DAYS IN BILLING PERIOD: _		# BILLED DAYS		
12-2. Between (BP DATES), what was the private pay rate for room and board and basic care [PERSON] received? If the rate changed, please give me the first one.	12-3. How many days would that rate have applied during this billing period?			12-6. LOOK AT Q12-1. ARE ALL BILLED DAYS ACCOUNTED FOR?
\$	# DAYS GO TO Q12-6			Yes 1 (RECORD RATE IN Q12-8.)
				No2 (Q12-2A)
12-2A. Between (BP DATES), what other private pay rate applied to the basic care that [PERSON] received? \$	12-3A. On what date did this rate begin? // MO DY YR DK8	12-4A. During this billing period, how many days would that rate have applied? # DAYS:	12-5A. Why did the rate change? CODE ONLY ONE. LEVEL OF CARE 1 PATIENT DISCHARGED: TO HOSPITAL 2 TO COMMUNITY .3 TO OTHER FACILITY 4 RATE INCREASE 5 ROOM CHANGE 6 OTHER, SPECIFY .7	12-6A. LOOK AT Q12-1. ARE ALL BILLED DAYS ACCOUNTED FOR? Yes 1 (Q12-7) No2 (Q12-2b)
12-2B. Between (BP DATES), what other private pay rate applied to the basic care that [PERSON] received? \$	begin?	12-4B. During this billing period, how many days would that rate have applied? # DAYS:	12-5B. Why did the rate change? CODE ONLY ONE. LEVEL OF CARE1 PATIENT DISCHARGED: TO HOSPITAL2 TO COMMUNITY.3 TO OTHER FACILITY	12-6B. LOOK AT Q12-1. ARE ALL BILLED DAYS ACCOUNTED FOR? Yes 1 (Q12-7) No2 (RECORD IN ANOTHER BOOKLET)
12-7 Is (RATE IN 12-2/12-2/	 V/12-2B) the private pa	y rate that applied at t	he end of the billing p	eriod?
			`	ATE IN Q12-8)
	NO		2 (ASK Q12-8)	
12-8. What was the private page	ay rate that applied at \$	the end of the billing p	eriod?	
13. From what sources did the this billing period and how much			nt or patient's family	\$
[CODE ALL THAT APPLY]		b. Medic	care	\$
		c. Medic	caid	\$
		d. Priva	te Insurance	\$
		e. VA		\$
		f. TRIC <i>A</i> CHAM	ARE/CHAMPVA/ IPUS	\$
		g. WOR	KER'S COMP	\$
		h. OTHE	ER (SPECIFY):	\$

		BILLING PERIOD #	!	
BILLING PERIOD # BILLING START DATE: MO	DY YR	12-1. Between (BP DATES), how many days was the patient charged for room and board and basic care?	IF # BILLED DAYS DAYS IN BP, EXPLA	IS LESS THAN #
# DAYS IN BILLING PERIOD: _	DY YR	# BILLED DAYS		
12-2. Between (BP DATES), what was the private pay rate for room and board and basic care [PERSON] received? If the rate changed, please give me the first one.	12-3. How many days would that rate have applied during this billing period? # DAYS GO TO Q12-6			12-6. LOOK AT Q12-1. ARE ALL BILLED DAYS ACCOUNTED FOR? Yes 1 (RECORD RATE IN
12-2A. Between (BP DATES), what other private pay rate applied to the basic care that [PERSON] received? \$	12-3A. On what date did this rate begin? // MO DY YR DK8	12-4A. During this billing period, how many days would that rate have applied? # DAYS:	12-5A. Why did the rate change? CODE ONLY ONE. LEVEL OF CARE1 PATIENT DISCHARGED: TO HOSPITAL2 TO COMMUNITY.3 TO OTHER FACILITY	Q12-8.) No2 (Q12-2A) 12-6A. LOOK AT Q12-1. ARE ALL BILLED DAYS ACCOUNTED FOR? Yes 1 (Q12-7) No2 (Q12-2b)
12-2B. Between (BP DATES), what other private pay rate applied to the basic care that [PERSON] received? \$		12-4B. During this billing period, how many days would that rate have applied? # DAYS:		12-6B. LOOK AT Q12-1. ARE ALL BILLED DAYS ACCOUNTED FOR? Yes 1 (Q12-7) No2 (RECORD IN ANOTHER BOOKLET)
12-7 Is (RATE IN 12-2/12-2/	YES		1 (RECORD RA	eriod? ATE IN Q12-8)
	NO		2 (ASK Q12-8)	
12-8. What was the private page 12-8.	ay rate that applied at \$	the end of the billing	period?	
13. From what sources did the this billing period and how much CODE ALL THAT APPLY		urce? a. Patie b. Medi c. Medi d. Priva e. VA f. TRIC CHAI		\$ \$ \$ \$ \$ \$
		-	ER (SPECIFY):	\$.

ANCILLARY CHARGES

14.	Did (PATIENT) have any health-related ancillary charges for this stay? (That is, were there charges for additional services not included in the basic rate?)		S 1 2 (Q22)		
15.	What was the total of full established charges for health-related ancillary care during this stay? Please exclude charges for non-health related services such as television, beautician services, etc.	ТО	TAL CHARGES: \$	<u>.</u>	(Q16
	[Ancillaries are facility charges that are not included in the basic charge. Ancillary charges may include laboratory, radiology, drugs and therapy (physical, speech, occupational).]		CHECK HERE IF RESPONDE HEALTH AND NON-HEALTH CHARGES (Q16). CHECK HERE IF RESPONDE ANCILLARY CHARGES (Q19	RELATED ANCILI	_ARY
	From what sources has the facility received payment these charges and how much was paid by each source. IF NAME OF INSURER, PROBE: And is that Medicare Medicaid, or private insurance?	ce? ∍,	 a. Patient or patient's family b. Medicare c. Medicaid d. Private Insurance e. VA f. TRICARE/CHAMPVA/ CHAMPUS g. WORKER'S COMP h. OTHER (SPECIFY): 	\$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$	
	IF NOT VOLUNTEERED, ASK: And what was the tota [IF NOT AVAILABLE, COMPUTE.]	al?	TOTAL PAYMENTS	\$	_•

BOX 2
DO TOTAL PAYMENTS (Q17) EQUAL TOTAL CHARGES (Q15)?
YES

 It appears that the total payments were (less than/more than) the total charges. What is the reason for this difference? [CODE 1 (YES) FOR ALL REASONS MENTIONED.]]

	YMENTS LESS THAN CHARGES:	<u>YES</u>	NC
	ljustment or discount		
a.	Medicare limit or adjustment		2
b.	Medicaid limit or adjustment	. 1	2
C.	Contractual arrangement with insurer		
	or managed care organization	. 1	2
d.	Courtesy discount	. 1	2
e.	Insurance write-off		2
f.	Worker's Comp limit or adjustment	. 1	2
g.	Eligible veteran	. 1	2
h.	Other (Specify:)	1	2
Ev	pecting additional payment		
i.	Patient or Patient's Family	. 1	2
i. j.	Medicare		2
,	Medicaid		2
ĸ.	Private Insurance		2
••	VA		2
	TRICARE/CHAMPVA/CHAMPUS		2
n.			
0.	WORKER'S COMP	. 1 1	2 2
p.	Other (Specify:)	1	2
~	Charity care or cliding cools	. 1	2
q. r.	Charity care or sliding scale Bad debt		2
١.	bau debt	. '	_
D۸	YMENTS MORE THAN CHARGES:		
S.	Medicare adjustment	. 1	2
t.	Medicaid adjustment		2
			2
	Private insurance adjustment		2
٧.	Other (Specify:)	ı	2

GO TO Q22

19. Perhaps it would be easier if you gave me the information billing period by billing period.

	BP1	BP2	BP3	BP4	BP5	LAST BP
a. First, what was the start date of the first billing period in which (PATIENT) was a patient? ENTER MONTH ONLY IF BILLING PERIOD IS MONTHLY.	(MONTH) (Q19c)	(MONTH) (Q19c)	(MONTH) (Q19c)	(MONTH) (Q19c)	(MONTH) (Q19c)	(MONTH) (Q19c)
	or	or	or	or	or	or
	/	/	/	/	/	/
	(START DATE)	(START DATE)	(START DATE)	(START DATE)	(START DATE)	(START DATE)
b. And what was the end date?	/	/	/	/	/	//
	(END DATE)	(END DATE)	(END DATE)	(END DATE)	(END DATE)	(END DATE)
c. What was the total of full established charges for health-related ancillary care during this billing period? Please exclude charges for non-health related services such as television, beautician services, etc.	\$	\$	\$	\$	\$	\$
	GO TO NEXT BP	GO TO NEXT BP	GO TO NEXT BP	GO TO NEXT BP	GO TO NEXT BP	
20. From what sources did the facility receive payments for ancillary charges	for this billing period an	nd how much was paid	by each source?	<u> </u>		
a. Patient or patient's family	\$	\$	\$	\$	\$	\$
b. Medicare	\$	\$	\$	\$	\$	\$
c. Medicaid	\$	\$	\$	\$	\$	\$
d. Private Insurance	\$	\$	\$	\$	\$	\$
e. VA	\$	\$	\$	\$	\$	\$
f. TRICARE/CHAMPVA/CHAMPUS	\$	\$	\$	\$	\$	\$
g. OTHER (SPECIFY):	\$	\$	\$	\$	\$	\$
	<u> </u>	ļ			<u> </u>	

GO TO NEXT BP

GO TO NEXT BP

GO TO NEXT BP

GO TO NEXT BP

GO TO Q22

GO TO NEXT BP

	CAPITATE	D BASIS	
21a.	What kind of insurance plan covered the patient for this stay? Was it: [IF NAME OF INSURER OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?] [CODE ALL THAT APPLY]	YES NO a. Medicare; 1 2 b. Medicaid; 1 2 c. Private Insurance; 1 2 d. VA; 1 2 e. TRICARE/CHAMPVA/CHAMPUS; 1 2 f. Worker's Comp; or 1 2 g. Something else? (SPECIFY:) 1 2	
21b.	What was the monthly payment from that plan?	\$	
21c.	Was there a co-payment for any part of this stay?	YES	
21d.	How much was the co-payment? PROBE TO DETERMINE IF FOR DAY, WEEK, ETC.	\$	
21e.	For how many (days/weeks/months/other) was the co-payment paid?	# DON'T KNOW 98	
21g.	Who paid the co-payment? [IF NAME OF INSURER OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?] [CODE ALL THAT APPLY] Do your records show any other payments for (this visit/these visits)? From what other sources has the facility received payment for (this visit/these visits) and how much was paid by each source? [IF NAME OF INSURER OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?]	a. PATIENT OR PATIENT'S FAMILY 1 2 b. MEDICARE	
22	ADE THERE ANY ADDITIONAL STAVE FOR THE	h. OTHER (SPECIFY): \$	
22.	ARE THERE ANY ADDITIONAL STAYS FOR THIS PATIENT TO BE ACCOUNTED FOR?	YES	

END.)